

FIRE INSPECTOR I

DEFINITION

To perform a variety of routine fire safety inspections of commercial and residential buildings and facilities and sites of public assembly for compliance with state and local codes and ordinances pertaining to fire prevention; to perform technical work involving weed abatement and hazard reduction inspections and fire prevention educational programs; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Fire Inspector series. The Fire Inspector I class is distinguished from the level II by the performance of less than the full range of duties assigned to the level II. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Fire Marshal; may receive technical and functional guidance from Fire Inspector II.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform fire safety inspections of schools, care facilities, hospitals, churches, large day care providers and industrial and commercial buildings.

Inspect, post and issue weed abatement notices; re-inspect to determine compliance has been achieved on all violations.

Perform fire and safety clearance inspections for new business licenses; participate in disaster preparedness programs.

Research and review fire legislation, codes and ordinances.

Conduct fire prevention educational programs.

Conduct inspections to ensure proper storage, handling and use of common hazardous materials.

Assist in responding and investigating citizen complaints of reported fire and/or safety hazards.

Work with other agencies and City departments as needed.

Respond to emergency situations in off-hours as required.

Observe safe work methods and use safety equipment; operate City vehicles skillfully and safely.

Maintain records pertaining to inspections and actions taken using a computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Fire prevention methods and techniques.

Building materials and construction and fire alarm and suppression systems.

Pertinent rules, laws, and policies related to area of assignment.

Safe work methods and safety regulations pertaining to the work.

Computer equipment related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn, interpret, explain and enforce appropriate fire and city codes and ordinances.

Learn practices, procedures and methods used in fire prevention; learn the principles and techniques of building inspection.

Learn and perform fire and safety clearance inspections for new business licenses; gain voluntary compliance with code requirements.

Perform work in accordance with safety regulations, guidelines, and practices.

Drive City vehicles observing legal and defensive driving practices.

Use initiative and sound independent judgment within established guidelines.

Understand and carry out oral and written instructions.

Prepare written correspondence, reports and keep work related records using a computer.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts as needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in a variety of fire prevention work.

Training:

Equivalent to the completion of the twelfth grade. Successful completion of college level courses in Fire Prevention, Fire Science, Fire Protection, Engineering, Plan Checking, Building Construction is desirable.

License or Certificate

Possession of a valid California driver's license.

P.C. 832 and California State Fire Marshal's courses in Fire Prevention 1A and 1B within one year of appointment.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; lift up to 65 pounds and may lift up to 75 pounds with assistance. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances; work in confined spaces and on slippery or uneven surfaces.